



## ADMINISTRATIVE DIRECTIVE #2 FY10

**TO:** TYC Staff  
**FROM:** Cheryl K. Townsend, Executive Director  
**SUBJECT:** Performance Evaluations for Education Staff  
**DATE:** October 16, 2009

---

Effective October 16, 2009, the performance evaluation due dates established in PRS.31.03 (Performance Evaluations) will not apply to employees in the following positions:

- teacher
- teacher aide
- academic counselor
- educational diagnostician
- ESL resource teacher/coordinator
- lead reading instructor
- licensed specialist in school psychology
- physical education/recreation coordinator
- principal
- assistant principal

Employees in these positions will instead be provided a performance evaluation during the month of June based on classroom observations ending at the last school day in May.

This directive will remain in effect until corresponding changes are made to PRS.31.03.

A handwritten signature in blue ink that reads "Cheryl K. Townsend". The signature is written in a cursive style and is positioned above a horizontal line.

Cheryl K. Townsend  
Executive Director